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## Expansion of EISS Subcontracting Team

Evergreen International Sustainability Solutions (EISS) is pleased to inform the Board of the expansion of our subcontracting team. Historically, EISS has engaged individuals with deep expertise in media, life cycle assessment, and technical communication to support its consulting work. In June 2025, we added an experienced IT and automation specialist to our team. This professional brings advanced proficiency in Microsoft Power Automate, Microsoft 365, and low-code/no-code automation solutions tailored for organizations like LMRWD.

The contractor will contribute part-time across multiple EISS contracts but will also support LMRWD internal operations, specifically by developing tools that streamline administrative tasks. Initial work for LMRWD will focus on:

- Automating invoice processing through Bill.com and SharePoint
- Developing a standardized workflow for agenda preparation
- Creating automated connections across email, calendar, and document storage platforms (e.g., SharePoint, Outlook, and the LMRWD website)

This work falls within the current scope and budget of the approved EISS contract. No additional charges will be made to the LMRWD beyond what has already been allocated. *If significant new projects or needs emerge as this work evolves, a new scope of work and budget will be presented to the Board for review and approval.*

As required by the terms of our agreement, I am notifying and *requesting prior written approval from the Board before initiating this subcontracting arrangement of Matt Gallagher of OK Computer to interact with the LMRWD account.*

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